



## JOB DESCRIPTION

Position Title: **Program Manager**

Working Area: **Commercial Plans**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Administrative and supervisory work assisting the Building Official in directing and coordinating the operation of the Building Division. May be assigned to administration or commercial development activities.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Supervises and trains commercial development team members, Plans Examiners, and inspection staff in the execution of fire and building codes. Reviews the work of assigned team members and insures the smooth operation of team assignments.

Provides supervision for a commercial development review team consisting of building and fire codes enforcement personnel. Reviews all commercial development plans from point of submission for compliance with County Building and Fire Codes. Assures all plans submitted for review are in compliance with applicable State Statutes.

Explains licensing requirements to permit applicants. Explains all corrections, revisions, and necessary requirements for plans to receive approval and have a permit issued.

Resolves code interpretation issues and explains to applicants all necessary changes to be made to drawings for compliance with codes and ordinances.

Investigates complaints and initiates appropriate corrective action.

May perform or direct inspections of complicated structures. May inspect unsafe buildings and recommend appropriate corrective actions. Approves Certificates of Occupancy.

Initiates and/or effectively recommends, for final approval by the Department Director, hiring, performance evaluation, termination, disciplinary and/or commendatory actions for assigned personnel.

Attends conferences and meetings of State and local construction related organizations. Represents the County at Building Trade Board meetings in the absence of the Building Official. Recommends changes and/or amendments to codes and ordinances.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of the methods utilized to determine compliance with building, electrical, plumbing, mechanical, fire codes and ordinances. Considerable knowledge of local laws, County ordinances, and/or State Statutes that affect the operation of the Building Division.

Ability to read and interpret blueprints, construction plans and specifications. Ability to read and interpret major structure plans and specifications, and maintain an effective working relationship with contractors and the general public. Ability to maintain an effective working relationship with superiors, subordinates, contractors and the general public. Ability to compile data and effectively prepare statistical reports. Ability to answer questions and/or complaints regarding construction requirements. Ability to communicate effectively both orally and in writing. Ability to make presentations and respond to questions regarding construction requirements.

Associate's Degree in Building Construction and eight (8) years' experience as an inspector, Architect, Engineer, Building Contractor, or superintendent of building construction and five (5) years' experience in a supervisory capacity.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Must be registered as a Building Official by the State of Florida. Must meet certification requirements as defined by the State of Florida. Must meet continuing education requirements as defined by Florida Statute 468.

Pursuant to Florida Statutes, Chapter 112, incumbents must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

Must possess and maintain a valid Florida Driver's License.

### **Working Conditions**

The work environment for this position includes both work performed in an office setting and work performed in a field setting. Typical work assignments would include duties that require the incumbent to frequently sit in a chair, standing for prolonged periods of time and walking through construction zones. The incumbent may be required to perform the following physical activities on occasion; climb ladders, stoop, kneel, crouch, crawl, or reach for objects. Incumbents in this classification are occasionally exposed to outside weather conditions and inclement weather. Incumbents in this position must have the physical ability to carry, erect, climb and descend safety rated extension ladders.

